


**Welcome to the
Commonwealth of Virginia
Online Employment System
Applicant Tutorial**

Online Employment System Training for Commonwealth of Virginia Applicants

This presentation will take approximately 20 minutes.

**Click on your mouse to go to the next slide
OR click on the  box at the bottom of each page.**

**To go back a slide,
click on the  box.**



Section 1:

Getting Started

After reviewing this tutorial, you will be able to use the system to:

- 1) Learn about opportunities at the Commonwealth of Virginia**
- 2) Complete an application for employment**
- 3) Apply for specific position(s)**
- 4) Attach a resume or other document to your application for each position**
- 5) Log in to the site to view your status for each position to which you have applied**



Items To Gather Before Beginning Your Application:

- 1) Your complete education, reference, and employment information
- 2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application.

Helpful Hints:

- 1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
- 2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. This will cause ALL the data you entered during that session to be lost. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You're Ready To Begin The Tutorial!



STEP 1 – Creating Your Login ID

The screenshot shows the VirginiaJobs website interface. At the top, there is a header with 'Commonwealth of Virginia', 'Virginia.gov', and 'Governor of Virginia'. Below this is a large banner with the 'VirginiaJobs' logo and the tagline 'a range of opportunities in state government'. On the left side, there is a vertical navigation menu with links: HOME, SEARCH POSTINGS, CREATE APPLICATION (highlighted with a yellow background and an arrow pointing to it), and LOGIN. Below the menu, there are links for 'DEPARTMENT OF HUMAN RESOURCE MANAGEMENT' and 'AGENCY LIST'. The main content area has a welcome message: 'Welcome to the career site for the Commonwealth of Virginia!'. It then lists instructions for 'New Users' and 'Returning Users'. A yellow callout box with a black border points to the 'CREATE APPLICATION' link in the menu, containing the text: 'Click the "Create Application" link to select a User Name and Password and to create your application.' At the bottom of the page, there is a status bar with a lock icon and the text 'Internet'.

Commonwealth of Virginia Virginia.gov Governor of Virginia

VirginiaJobs

a range of opportunities in state government

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
AGENCY LIST

Welcome to the career site for the Commonwealth of Virginia!

New Users

- To search positions, click the **Search Postings** link at left.
- To apply for a job, click the **Create Application** link at left, then follow the directions.

Returning Users

- Click **Login**, and enter your username and password
- This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.

If you have questions, please email the Human Resources department at rmsinquiry@dhrm.virginia.gov.

If you have technical questions about this website, support is available Monday through Friday (excluding major holidays) from 8:00 am to 5:00 pm Central time. Please call 866-389-1243 or [send an email](#).

Click the "Create Application" link to select a User Name and Password and to create your application.

Internet

Creating Your Login ID (cont.)

Select User Name and Password:

Select User Name:

Use between 6 and 20 letters or numbers.

Create a User Name

Password:

Use between 6 and 20 letters or numbers.

Create a password – you will type this word twice, but only *** will appear to protect your security

Re-enter Password:

CONTINUE TO PAGE 1 OF APPLICATION >>

 [Security Information](#)

CANCEL

Or click here to cancel.

After typing your information, click the "continue" button to go to the next page.



Creating Your Login ID (cont.)

Password Retrieval Setup

You will need your user name and password to check the status of your application or apply for other positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

**Required information is denoted with an asterisk.*

Your Question and Answer

* Please enter a question (e.g. What is my mother's maiden name?):

* Please enter the answer to your question:

[CONTINUE TO NEXT PAGE >>](#)

Type a question to which you will easily remember the answer.

Type the answer here.

Click here to go to the next page.

Done

Internet



Creating Your Application

This process consists of seven separate "pages" (or web pages) of information. Each page will also have information that you may need to "scroll down" to access.

The screenshot shows the VirginiaJobs website interface. At the top, there's a header with "Commonwealth of Virginia" on the left, "Virginia.gov" and "Governor of Virginia" on the right, and a large "VirginiaJobs" logo in the center. Below the header, a date "Friday, July 14, 2006" is displayed. The main heading is "Job Application". Below it, it says "Information: Page 1 of 7". There are two buttons: "<< SAVE AND RETURN TO PREVIOUS" and "SAVE AND CONTINUE TO NEXT >>". A message states: "Any changes you make to your application will not be already applied." Below this, a note says: "*Required information is denoted with an asterisk." The "Personal Information" section is highlighted in blue. It contains several input fields: "* First Name:", "Middle Name:", "* Last Name:", "Suffix: examples: Jr., Ph.D., J.D.", and "* Address:". A large yellow arrow points to the vertical scroll bar on the right side of the page. The bottom of the browser window shows a "Done" button and an "Internet" icon.

To scroll down the page, use your mouse and the "scroll bar" here (or simply press the "Page Down" key on your keyboard).

Creating Your Application (cont.)

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When will you be available to start work?
(No date is necessary if you are available as soon as you give two (2) weeks notice.)

Educational Information

Indicate highest grade completed (grade school and high school)

If you did not complete high school, do you have a high school equivalency diploma?
☐ Yes ☐ No ☒ No Response

Indicate number of years of post high school education

*Required information is denoted with an asterisk.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

You may quit the application process at any time by clicking the "EXIT" button, however NONE of your data will be saved.

Once you have completed this section, click here to go to the next page.

Creating Your Application (cont.)

Commonwealth of Virginia Virginia.gov Governor of Virginia

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• Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View/Edit Application

Personal Information: Page 1 of 7

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

Any changes you make to your application will not be updated to jobs for which you have already applied.

*Required information is denoted with an asterisk.

Personal Information

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix: examples: Jr., Ph.D., J.D.	<input type="text"/>
* Address:	<input type="text"/>

Done Internet

Questions with asterisks next to them are required questions and must be answered to continue to the next screen.

Error Messages

Commonwealth of Virginia Virginia.gov Governor of Virginia

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◆ Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View/Edit Application

Personal Information: Page 1 of 7

⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

Any changes you make to your application will not be updated to jobs already applied.

*Required information is denoted with an asterisk.

Personal Information

First Name: *

● This is a required field. Please complete field before continuing.

Middle Name:

Done Internet

If you've forgotten to complete any "required fields," you will get an error message at the top of the page.

Error Messages (cont.)

Commonwealth of Virginia Virginia.gov Governor of Virginia

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view/Edit Application

Personal Information: Page 1 of 7

⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

Any changes you make to your application will not be updated to jobs for which you have already applied.

*Required information is denoted with an asterisk.

Personal Information

First Name: *

● This is a required field. Please complete field before continuing.

Internet

The "required fields" that you need to complete will be highlighted in yellow.

Once you have corrected each question click

"Save and Continue to Next" button to proceed to the next section.



Creating Your Application – Voluntary Information

Commonwealth of Virginia Virginia.gov Governor of Virginia

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<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

The information requested below is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment.

*Required information is denoted with an asterisk.

Voluntary Demographic Data

Indicate the appropriate gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Not Disclosed
Indicate the racial or ethnic group with which you identify:	<input checked="" type="radio"/> Not Disclosed <input type="radio"/> White (includes Arabian) <input type="radio"/> Black (includes Jamaican, Bahamian, not Hispanic or Arabian descent) <input type="radio"/> Hispanic (includes persons of Mexican, Puerto Rican, Cuban, or other Spanish origin or descent) <input type="radio"/> Asian & Asian American (includes Japanese, Chinese, Korean, Vietnamese, etc.) <input type="radio"/> American Indians (includes Alaska Natives)
Indicate the highest level of education you have completed:	Not Disclosed
Please indicate your date of birth:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS SAVE AND CONTINUE TO NEXT >>

Done Internet

Page 2 displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

When ready, click the Save and Continue to Next button to continue your application.

Creating Your Application – Education

Commonwealth of Virginia Virginia.gov Governor of Virginia

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• Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View/Edit Application

Educational History: Page 3 of 7

Please enter your education history, starting with High School. Include Vocational School, College and Graduate School if applicable. When finished, click on the **Save and Continue to Next Page>>** button at the bottom of the screen.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS **SAVE AND CONTINUE TO NEXT >>**

EXIT

Done Internet

On Page 3, you will list your educational experience. Click on the Add New Entry button to begin the process.



Creating Your Application – Education (cont.)

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new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Name of College/University/Vocational School:	<input type="text"/>
City:	<input type="text"/>
State (enter NA if a non U.S. address):	<input type="text"/>
Country:	No Response
Credit/Hours:	<input type="text"/>
Minor (if applicable):	<input type="text"/>
Degree (if applicable):	<input type="text"/>
Major or Specialty (if applicable):	<input type="text"/>
Begin Date:	<input type="text"/> / <input type="text"/> (yyyy)
End Date (leave blank if still attending):	<input type="text"/> / <input type="text"/> (yyyy)

ADD ENTRY

CANCEL

For each entry in your educational history, you will need to fill out the requested information.

NOTE: you can click "Cancel" at any time to go back.

Done Internet

Creating Your Application - Employment

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• Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View/Edit Application

Employment History: Page 4 of 7

Starting with your oldest experience, describe ALL paid, military and applicable volunteer experience. Highlight your knowledge, skills and abilities which best demonstrate your qualification for the position. You may list significantly different jobs within the same organization as separate items. To add a new entry, click the ADD NEW ENTRY button. When finished entering each job, click the Continue button. Continue adding your job history by clicking ADD NEW ENTRY. When finished, click on the Next Page>> button.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< **SAVE AND RETURN TO PREVIOUS** **SAVE AND CONTINUE TO NEXT >>**

EXIT

Done Internet

On Page 4, you will list your work and/or full time teaching experience.

If you do not have complete access to this information, please gather it before beginning this process.

Creating Your Application – Employment (cont.)

Commonwealth of Virginia Virginia.gov Governor of Virginia

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Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Job Title:	<input type="text"/>
Employer Name:	<input type="text"/>
City:	<input type="text"/>
State (enter NA if a non U.S. address):	<input type="text"/>
Country:	<input type="text" value="No Response"/>
Phone:	<input type="text"/>
Hours/week:	<input type="text"/>
Type of Business:	<input type="text"/>
Supervisor Name:	<input type="text"/>
Starting Salary:	<input type="text"/>
Most Recent/Ending Salary:	<input type="text"/>
Begin Date:	<input type="text"/> / <input type="text"/> (yyyy)

Once you have entered all of the requested information, click the Add New Entry button.

Done Internet

Creating Your Application - References

Commonwealth of Virginia Virginia.gov Governor of Virginia

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* May we contact your present supervisor? ☐ Yes ☐ No ☐ Not currently employed ☒ No Response
☐ Only if being considered as finalist

References

Name of Reference:	<input type="text"/>
Address:	<input type="text"/>
Phone Number: (format: xxx-xxx-xxxx)	<input type="text"/>
E-mail Address:	<input type="text"/>
Relationship:	<input type="text"/>
Name of Reference:	<input type="text"/>
Address:	<input type="text"/>
Phone Number: (format: xxx-xxx-xxxx)	<input type="text"/>
E-mail Address:	<input type="text"/>
Relationship:	<input type="text"/>
Name of Reference:	<input type="text"/>
Address:	<input type="text"/>
Phone Number: (format: xxx-xxx-xxxx)	<input type="text"/>

Done Internet

On Page 5 you will list your reference information.

If you do not have complete access to your reference contact information, please gather it before beginning this process.

Creating Your Application – Additional Information

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• Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View/Edit Application

Criminal History: Page 6 of 7

If you answered "Yes" to the conviction question on the previous page, please provide information for your conviction(s).

If you answered "No," please press the button labeled "Save and Continue to the Next Page."

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< **SAVE AND RETURN TO PREVIOUS** **SAVE AND CONTINUE TO NEXT** >>

EXIT

Done Internet

On Page 6 you be prompted to enter your Criminal History.

Creating Your Application – Page 7

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*Required information is denoted with an asterisk.

Additional Information

How did you hear about this opportunity?

☐ Newspaper (name)

☐ Radio/TV (name)

☐ VEC

☐ State RMS Site

☐ Agency Bulletin Board

☐ Other (please specify)

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills:

Computer Skills (hardware/software):

Licenses

License (to include driver's), certificate or other authorization to practice a trade or profession.

Type:

License Number:

Granted by (licensing board):

Done Internet

Page 7 – You will be asked to enter Additional Information including your Licenses.

The Online 'Consent' Form

Commonwealth of Virginia Virginia.gov Governor of Virginia

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• Welcome **Testing, PeopleAdmin**. You are logged in. Friday, July 14, 2006

View Application Summary

[Edit My Information](#) Or click here to go back and make corrections.  [View Application](#)

Application Status

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

☒ Certify changes and save application

Personal Information: Page 1 of 7

Personal Information

First Name: Sample

Done Internet

Search Postings

The screenshot shows the VirginiaJobs website interface. At the top, there's a header with "Commonwealth of Virginia" on the left and "Virginia.gov Governor of Virginia" on the right. The main title "VirginiaJobs" is prominently displayed in a large, stylized font, with the tagline "a range of opportunities in state government" underneath it. A left-hand navigation menu contains links: HOME, SEARCH POSTINGS, APPLICATION STATUS, EDIT APPLICATION, PREVIEW APPLICATION, CHANGE PASSWORD, and LOGOUT. Below this menu, there are links for "DEPARTMENT OF HUMAN RESOURCE MANAGEMENT" and "AGENCY LIST". The main content area is titled "Application Status" and includes a welcome message: "Welcome Applicant, Sample. You are logged in." followed by the date "Friday, July 14, 200". A message states: "The table below lists the positions you have applied to." followed by a bullet point: "To remove your application from consideration for Application link for that position. (Note: If you withdraw your application, you position again)." Below this, it says: "You have not applied to any positions. Please click on Search Postings, view the position, and applying for that position." A note at the bottom reads: "NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished." A yellow callout box on the right contains the text: "After finishing your application, you will automatically be taken to an Application Status Screen, click on the Search Postings button to search open positions or Preview Application to view your completed application." The browser's status bar at the bottom shows "Done" and "Internet".

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- HOME
- SEARCH POSTINGS
- APPLICATION STATUS
- EDIT APPLICATION
- PREVIEW APPLICATION
- CHANGE PASSWORD
- LOGOUT

- DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
- AGENCY LIST

Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 200

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for **Application** link for that position.
(Note: If you withdraw your application, you position again).

You have not applied to any positions. Please click on Search Postings, view the position, and applying for that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

After finishing your application, you will automatically be taken to an Application Status Screen, click on the Search Postings button to search open positions or Preview Application to view your completed application.

Done Internet

Reviewing Your Application

[Close Window](#)

Commonwealth of Virginia
An Equal Opportunity Employer
Application for Employment

Requisition Number: **N/A** Job Title:

Personal Information

First Name: Sample		Middle Name:			
Address: 123 Main St		City: Nowhere			
Country: U.S.	Primary Contact Number:	Alternate Contact Number:	Other Contact Number:	Email Address:	
Check which shift you will accept: <input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends		Specify shift hours:			
Check all employment statuses you will accept: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hourly/Wage <input type="checkbox"/> Weekends			If Part-Time, specify:		
Are you willing to accept employment which requires you to travel? No <input type="checkbox"/> <input checked="" type="checkbox"/> Yes, during the day only <input type="checkbox"/> Yes, occasionally overnight <input type="checkbox"/> Yes, frequently overnight <input type="checkbox"/> Weekends					
Indicate the geographic locations in which you are willing to work. All <input type="checkbox"/> Central Virginia <input checked="" type="checkbox"/> Northern Virginia <input type="checkbox"/> Hampton Roads <input type="checkbox"/> Southwest Virginia <input type="checkbox"/> Southside Virginia					
Are you willing to provide your own transportation if necessary for your employment?:			For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?:		

Done Internet

Clicking the "Preview Application" button will open a new "window" on your computer screen displaying your completed application in a printer friendly format.



Section 2:

Applying for a Position

**Step-by-step instructions
on how to apply for positions**

Now that you have completed your application, it's time to begin applying for position(s).



Step 3: Applying For A Position

Commonwealth of Virginia Virginia.gov Governor of Virginia

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HOME
SEARCH POSTINGS
APPLICATION STATUS
EDIT APPLICATION
PREVIEW APPLICATION

Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

Search Postings

You can search categories using a "drop-down" box.

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
AGENCY LIST

Working Title: Adjunct Accounting Faculty

Type of Recruitment Definition: Any

Job Type: Any

Role Title: Any

Agency: Any

Location: ☒ Any ☐ All
Hampton
Accomack
Alberta
Alleghany

SEARCH CLEAR RESULTS

Internet

You begin the process by searching for a posting.

You can search categories using a "drop-down" box.

Applying For A Position (cont.)

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- HOME
- SEARCH POSTINGS
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- PREVIEW APPLICATION
- CHANGE PASSWORD
- LOGOUT

- DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
- AGENCY LIST

• Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

Search Postings

To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **Search** button.

Search Postings

Working Title	<input type="text" value="Adjunct Accounting Faculty"/>	Role Title	<input type="text" value="Any"/>
Type of Recruitment Definition	<input type="text" value="Any"/>	Agency	<input type="text" value="Any"/>
Job Type	<input type="text" value="Any"/>	Location	<input type="text" value="Any"/> <input type="radio"/> Any <input type="radio"/> All <input type="text" value="Hampton"/> <input type="text" value="Accomack"/> <input type="text" value="Alberta"/> <input type="text" value="Alleghany"/>

Internet

Using the "drop-down" box, you can see a list of items to choose from.

Applying For A Position (cont.)

Commonwealth of Virginia Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jobs.agencies.virginia.gov/applicants/jsp/shared/frameset/Frameset.jsp?time=1152887538312> Go

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- SEARCH POSTINGS
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- CHANGE PASSWORD
- LOGOUT

• DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

• AGENCY LIST

Welcome **Applicant, Sample**. You are logged in.

Search Postings

To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **Search** button.

Search Postings

Working Title	<input type="text" value="Any"/>	Role Title	<input type="text" value="Any"/>
Type of Recruitment Definition	<input type="text" value="Any"/>	Agency	<input type="text" value="Any"/>
Job Type	<input type="text" value="Any"/>	Location	<input type="text" value="Any"/> <input type="radio"/> Any <input type="radio"/> All Hampton Accomack Alberta Alleghany

Applying For A Position (cont.)

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- HOME
- SEARCH POSTINGS
- APPLICATION STATUS
- EDIT APPLICATION
- PREVIEW APPLICATION
- CHANGE PASSWORD
- LOGOUT

• DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

• AGENCY LIST

Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

Search Results

To view the position details and/or apply to a position, click on the 'view' link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS (Please **STOP** and read important message!)

If you need to **edit your application information** before applying for a position, please click on the 'Edit Application' link on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

Search Results

984 Records

▼ Job Title	▼ Role Title	▼ Job Open Date	▲ Job Close Date	▼ Job Type	▼ Agency
Field Services Coordinator View	Prog Admin Specialist II	07-14-2006	07-28-2006	Full-Time	Dept of Criminal Justice Svcs (140)
Technical Instruction Supervisor/Field Services Coordinator DOC View	Trainer Instructor III	07-14-2006	07-28-2006	Full-Time	Dept of Criminal Justice Svcs (140)
Capital Outlay Program Director (Y0049) View	Arch/Engring Mgr II	07-14-2006	07-28-2006	Full-Time	Dept of Juvenile Justice (777)

Done Internet

Click "VIEW" to see the Position details.

Applying For A Position (cont.)

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To apply for this position, click here.

SEARCH POSTINGS
APPLICATION STATUS
EDIT APPLICATION
PREVIEW APPLICATION
CHANGE PASSWORD
LOGOUT

• DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
• AGENCY LIST

If you need to **edit your application information** before applying, click the 'Edit Application' link on the left hand side of margin. You will be able to edit your information after you have applied for a position.

APPLY FOR THIS POSTING

The Position details are listed here.

Position Information

Working Title	Technical Instruction Supervisor/Field Services Coordinator DOC
Role Title	Trainer Instructor III
Job Open Date	07-14-2006
Job Close DateJobs close at 5pm EST.	07-28-2006
Job Type	Full-Time
Hiring Range	\$41,399-\$52,000
Agency	Dept of Criminal Justice Svcs (140)
Agency Website	http://www.dcjs.virginia.gov
Location	Richmond
Position Number	00174

Done Internet

Answering Supplemental Questions

Commonwealth of Virginia

Virginia.gov Governor of Virginia

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Applicant Employment Site

• Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

HOME

SEARCH POSTINGS

APPLICATION STATUS

EDIT APPLICATION

PREVIEW APPLICATION

CHANGE PASSWORD

LOGOUT

• DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

• AGENCY LIST

Supplemental Questions

Internal Auditor

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, check the certify statement, then click the **Submit Answers** button.

If you do not wish to be considered for this specific position, click the **Cancel Application** button.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons. This may cause unexpected results, including loss of data or being logged out of the system.

*Required information is denoted with an asterisk.

Answer any supplemental questions here.

Note: not every position will have supplemental questions.

Supplemental Questions

* Are you familiar with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing?

☒ No Response

☐ Yes

☐ No

* This position requires a valid driver's license and a driver record that reflects respect for the laws administered by DMV (points not less than minus 6). Do you have a valid

☒ No Response

☐ yes

Done

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Answering Supplemental Questions (cont.)

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* towards certification as a Certified Public Accountant or Certified Internal Auditor?

* This position requires skill in evaluating the system of internal controls. Please provide examples to demonstrate your ability to satisfy this requirement.

Certify Application

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and checks. I also consent that you may contact references, former listed regarding this application. I further authorize the Comm any information received from such contacts. Information conta disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

* ☐ In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>

CANCEL APPLYING TO THIS POSTING

Done Internet

Just as when you initially created your application, you will electronically "sign" your application by clicking here.

Then click here to save your application to this position.

Or click here to cancel applying to this position.

Attaching Your Document

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Microsoft Word document, the following are steps you can take to help PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link to view your document. If your document appears to have formatting problems, please click the **Attach** link to re-upload your document, then adjust your document as needed by following the tips above.

2 Records

Required	Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	view Document
	Attach	Resume		
	Attach	Cover Letter		

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

Some positions will ask for you to attach a resume, cover letter, or other document to your application. If you wish to do so, click "Attach" next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).

To apply without adding a document. Click here.

Attaching Your Document (cont.)

The screenshot shows the VirginiaJobs website interface. At the top, there is a header with 'Commonwealth of Virginia', 'Virginia.gov', and 'Governor of Virginia'. Below this is the 'VirginiaJobs' logo with the tagline 'a range of opportunities in state government'. On the left side, there is a navigation menu with links: HOME, SEARCH POSTINGS, APPLICATION STATUS, EDIT APPLICATION, PREVIEW APPLICATION, CHANGE PASSWORD, and LOGOUT. Below these are links for DEPARTMENT OF HUMAN RESOURCE MANAGEMENT and AGENCY LIST. The main content area has a 'Return to Previous' link. Below that, a paragraph explains the upload process: 'If your document is in Microsoft Word or PDF format, please use the Upload feature to attach your document. Otherwise, please use the Paste feature.' There are two main sections: 'Upload a new Resume:' and 'Paste a new Resume:'. The 'Upload' section includes a 'File:' label, a text input field, a 'Browse...' button, and an 'ATTACH' button. A callout box points to the 'Browse...' button with the text: 'Click here to search your computer's hard drive or a floppy disc.' The 'Paste' section includes a text input field. A callout box points to this field with the text: 'Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)'. The bottom of the page shows a Windows taskbar with 'Done', 'Internet', and other icons.

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If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished.
Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.

File:

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text box below when you are finished.

Text:

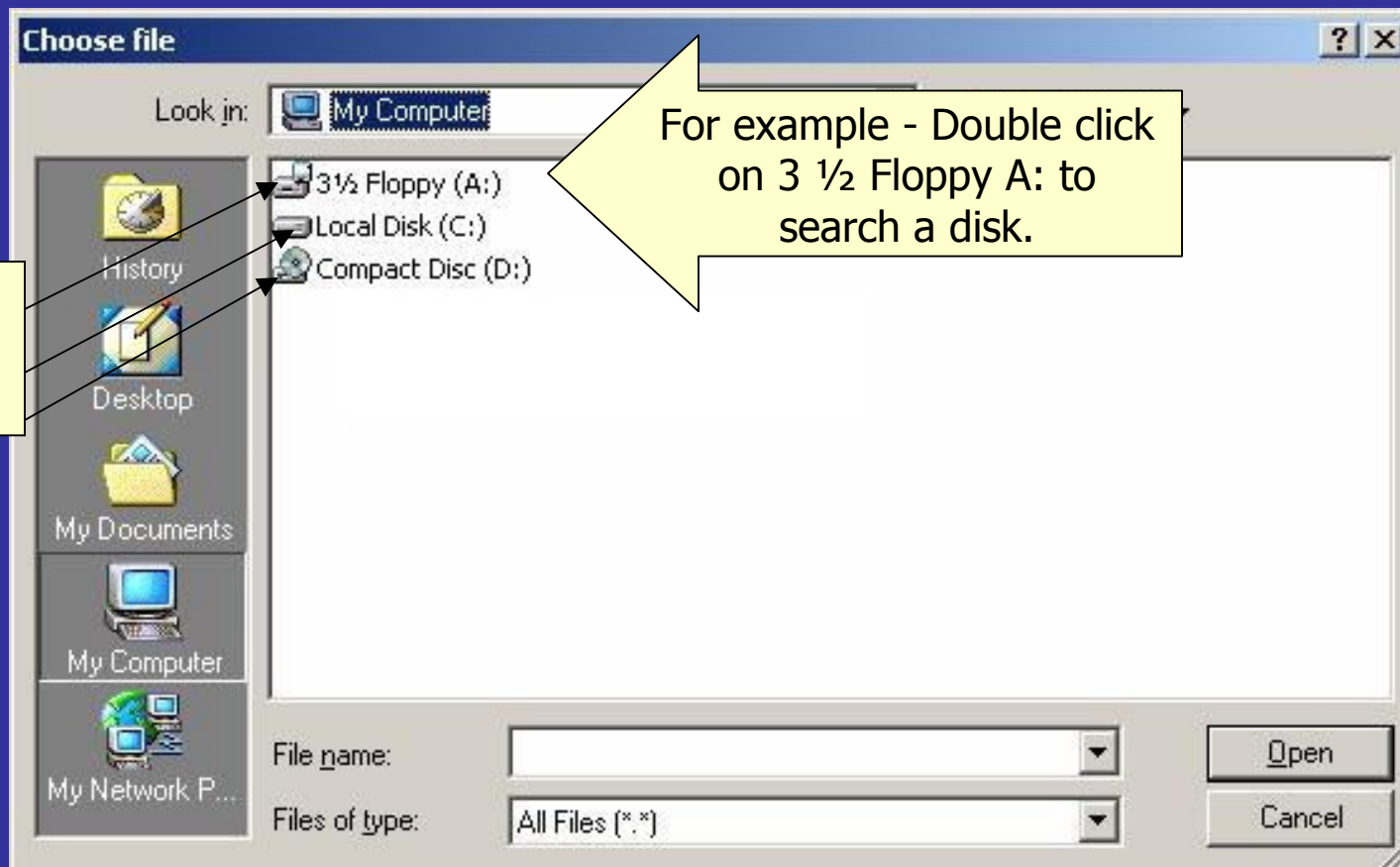
Click here to search your computer's hard drive or a floppy disc.

Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)

Done Internet

Attaching Your Document (cont.)

A pop-up screen will open and you can search for your resume.

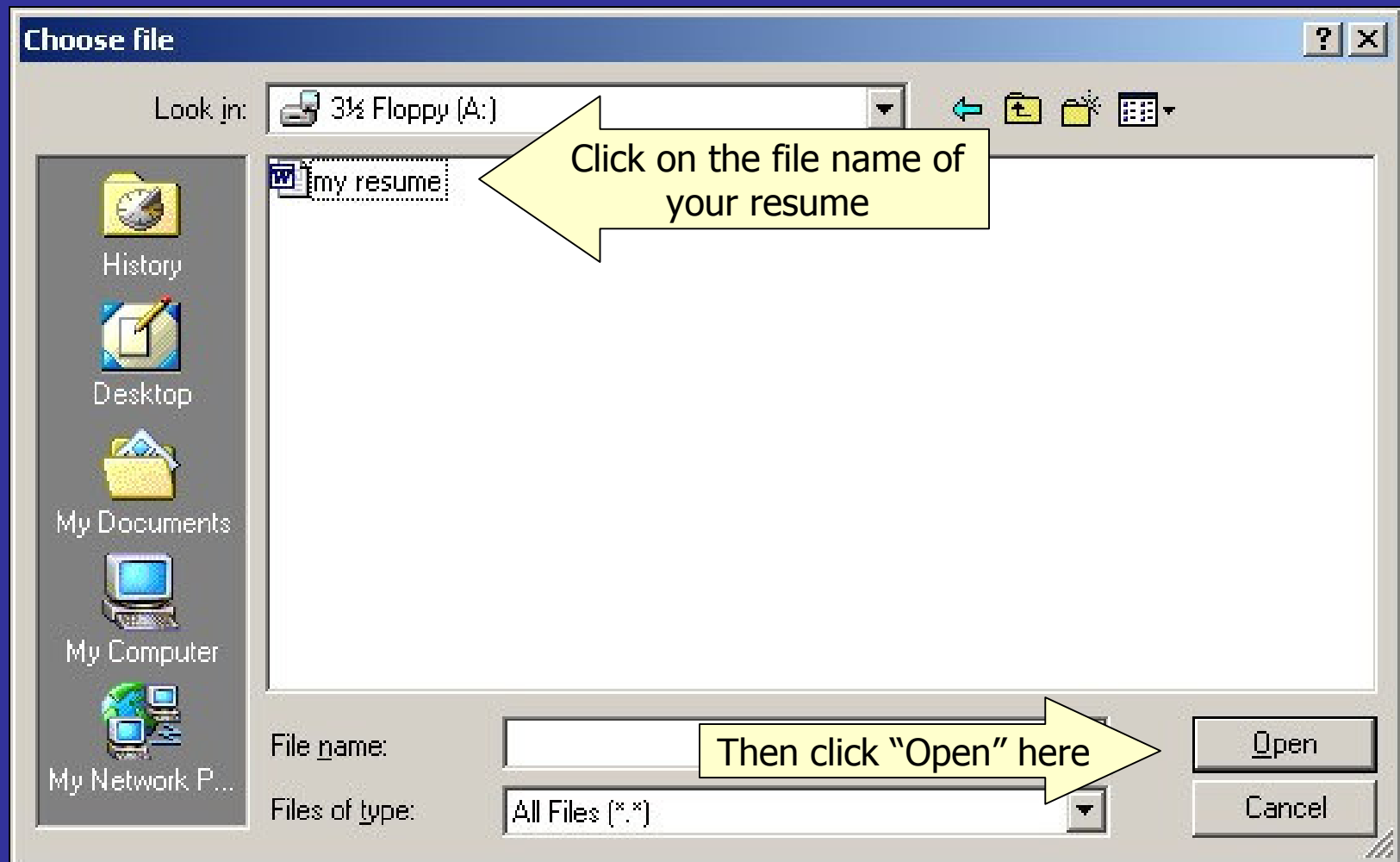


Select the location of your file

For example - Double click on 3 1/2 Floppy A: to search a disk.



Attaching Your Document (cont.)



Attaching Your Document (cont.)

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File:

Confirm your attachment by clicking "Attach" here.

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

Done Internet

Attaching Your Document (cont.)

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Services Coordinator DOC

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Once you click **Confirm and Finish Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

Job Title	Document Type	Date & Time Submitted
Technical Instruction Supervisor/Field Services Coordinator DOC	Resume	Resume_07-14-06_12-08-35CT

CONFIRM ATTACHING DOCUMENTS

Click "Confirm Attaching Document" here.

Attaching Your Document (cont.)

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- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link. If your document appears to have formatting problems, please click the **Remove** link, then adjust your document as needed by following the steps above.

2 Records

 Required	Attach / Remove	Document Type	Attached ('Type' 'Date' 'Time')	Document
	Remove	Resume	Resume_07-14-06_12-08-35CT	View
	Attach	Cover Letter		

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Done Internet

To attach additional documents, click another Attach link for the relevant document. To complete applying, click the "Finished Attaching Documents" button. In this example, we will click "Finished Attaching Documents."

Completing Your Application

The screenshot shows the VirginiaJobs website interface. At the top, the header includes 'Commonwealth of Virginia', 'Virginia.gov', and 'Governor of Virginia'. The main title 'VirginiaJobs' is prominently displayed with the tagline 'a range of opportunities in state government'. On the left side, there is a vertical menu with links: HOME, SEARCH POSTINGS, APPLICATION STATUS, EDIT APPLICATION, PREVIEW APPLICATION, CHANGE PASSWORD, and LOGOUT. Below this menu, there are links for DEPARTMENT OF HUMAN RESOURCE MANAGEMENT and AGENCY LIST. The main content area displays a confirmation message: 'Your Application Has Been Submitted'. It states that the user's application has been received and provides a confirmation number, 556224. A message follows, thanking the user and explaining the screening process. An 'OK' button is visible below the message. At the bottom of the main content area, a note advises users to protect their application information. The browser's status bar at the bottom left shows 'Done'.

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Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

Your Application Has Been Submitted

The following is your confirmation number. Please save this number for future reference: 556224

Thank you for your interest in this position. The screening and selection process will begin following the closing date and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

OK

NOTE: To protect the security of your application information, please log out when you are finished.

Done

CONGRATULATIONS!

You've just applied for a position. Please write down your confirmation number.

Click "OK" and you can see the positions for which you have applied.



Managing Your Positions

You can see the status of your applications and review your application to each position on this screen.

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• Welcome **Applicant, Sample**. You are logged in.

Friday, July 14, 2006

Application Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Application Status

1 Record

Position Title	Confirmation Number	Agency	Application	Application Date	Status	Attached Documents	Documents
Technical Instruction Supervisor/Field Services Coordinator DOC View	556224	Dept of Criminal Justice Svcs (140)	View Application	07-14-2006	In Progress Withdraw Application	Resume	Resume

Done

Internet



Managing Your Positions (cont.)

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• Welcome **Applicant, Sample**. You are logged in. Friday, July 14, 2006

The table below lists

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will NOT be able to apply for the same position again).

Application Status

1 Record

Position Title	Confirmation Number	Agency	Application	Application Date	Status	Attached Documents	Documents
Technical Instruction Supervisor/Field Services Coordinator DOC View	556224	Dept of Criminal Justice Svcs (140)	View Application	07-14-2006	In Progress Withdraw Application	Resume	Resume

Done Internet

Managing Your Positions (cont.)

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Welcome Applicant, Samp

The table below lists the p

- To remove your ap position.
(Note: If you wit

Application Status

1 Record

Position Title	Confirmation Number	Agency	Application	Application Date	Status	Attached Documents	Documents
Technical Instruction Supervisor/Field Services Coordinator DOC View	556224	Dept of Criminal Justice Svcs (140)	View Application	07-14-2006	In Progress Withdraw Application	Resume	Resume

Done Internet

To apply for additional positions, simply click Search Postings and follow the exact same process as before.

Note you will NOT have to reenter your entire application information.

You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).

application link for that same position again).

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You have logged out. You may login below to reenter the site.

Returning User

If you already have an electronic application on file with the Commonwealth, please login to the site with your User Name and Password.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view your information.

[? I Forgot My Password](#)

Whenever you return to the Online Employment System, just login using your User Name and Password.

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Applicant Employment Site

HOME

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Login

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If you already have an electronic application on file with the Commonwealth, please login to the site with your User Name and Password.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view your information.

[? I Forgot My Password](#)

If you forget your USER NAME,
contact the Employment Office.

If you forget your PASSWORD,
click here. Your secret question
will be displayed for you to
answer.

Frequently Asked Questions

Q I already have an application on file prior to when this system was made available. Do I have to enter a new application?

- ✓ Yes, you must submit a new application using this system.

Q Do I have to resubmit a new application every time I need to make changes or additions or apply for a new position?

- ✓ The new online application will allow you to update and change your information at any time using your own user name and password.

Q Can I attach a resume or other document to my application?

- ✓ After completing the application, you will be allowed to apply for positions. Most (but not all) positions allow you to attach a resume, cover letter, or other document to your application for each position. The documents which may be attached will vary from position to position. In order to attach a document, it must be in an electronic format such as Word or a PDF file. If you do not have your document in one of those formats, you can copy and paste it in from another word processing program.

Q Can I use more than one resume/cover letter?

- ✓ Yes, you can submit a new document for each position you apply for. The system will store several versions of your documents, which can be attached to subsequent applications for different positions.



**Thank you for viewing this
presentation!**